

Human Resource Manager

We are looking for an HR Manager to oversee all aspects of human resources practices and processes.

Job Description:

- Work with Executive Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- Direct all hiring and training procedures for new employees.
- Continually educate employees on company policies and keep employee handbook and policies current.
- Administer or change benefits, health plans, separation plans, etc.
- Monitor employee progress through performance management and stay abreast on company climate and culture, ensuring it stays positive and productive.
- Coordinate and direct work activities for managers and employees.
- Foster cross-functional relationships and ensure managers and employees are properly connected.
- Regularly meet with employees/managers for progress reviews and assessments, discussing any problems or grievances they may have.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.
- Understand and adhere to all pertinent labor laws.

Location: Head Office, II Chundrigar, Karachi (frequent travelling to interior Sindh)

Job Type: Full-time

Salary package: PKR 90,000 – 100,000

Education: Master's degree or MBA in HR. Certification in HR would be a plus.

Experience: 5-7 years of progressive experience in HR Management with at least 1 year as HR Manager

Please send your resume at hr@charterforcompassion.org.pk clearly mentioning **HR Manager** in the subject line. Only relevant candidates will be called. For more information about us and our projects visit www.charterforcompassion.org.pk.